

**Contractual Services with Individual for
Park Improvement Plan
and
Park Impact Fee Ordinance Revision**

**City of Westfield
Parks & Recreation Department**

Scope of Service

Develop and write a *Parks and Recreation Improvement Plan* for the Westfield Parks and Recreation Department using the 5-Year Park Master Plan completed in 2011 and other documentation provided by the City. Use this Improvement Plan to update the *Westfield Park Impact Fee Ordinance*. The Ordinance must comply with the requirements as defined by Indiana Code 36-7-4-1300 1300 Series – Impact Fees. Work must be completed in accordance to the time line for Park Impact Fee implementation outlined in Indiana Code 36-7-4-1318 and the City of Westfield (please see schedule below). Assistance with interpretation of Indiana Code will be provided by members of the Westfield Economic and Community Development staff.

Services will be contracted through the end of 2012. Regular office hours will be required at times in order for contractor to have access to documents. Office hours for those times are 7:30am to 4:30pm Monday through Friday with one hour for lunch. Evening hours will be involved. Hours are subject to change due to work demands or as needed.

Qualification Requirements

To perform these services successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Research supporting documents in preparation for writing a park and recreation improvement plan
Study and understand Indiana Code 36-7-4-1300 governing park impact fees
Compile all necessary information to write the Westfield Parks and Recreation Improvement Plan
Compile all necessary information to write the Westfield Park Impact Fee Ordinance
Write Westfield's Parks and Recreation Improvement Plan
Write Westfield's Park Impact Fee Ordinance in coordination with Westfield Economic and Community Development Department
Adhere to time line for Park Impact Fee implementation as outlined by Indiana Code and by City of Westfield
Present Westfield Parks and Recreation Improvement Plan at City Council and Plan Commission meetings with Parks and Recreation Director and assistance from Economic and Community Development Department
Present Westfield Park Impact Fee Ordinance at City Council and Plan Commission meetings with Parks and Recreation Director and assistance from Economic and Community Development Department

Proposed Park Impact Fee Schedule

Upon signing a contract through 9/21

- Identify Impact Review Committee Members
- Draft Zone Improvement Plan
- Review with Staff and Committee
- Amend Zone Improvement Plan as necessary.

Zone Improvement Plan Amendment to the Comprehensive Plan

- 9/28 APC Filing (copy of Zone Improvement Plan delivered to ECD)
- 10/3 APC Notice Sent to Paper (actual notice date will be 10/5)
- 10/8 City Council Introduction
- 10/15 APC Public Hearing
- 11/5 APC Approval and Certification
- 11/12 City Council Resolution to Adopt and Approve

Impact Fee Ordinance

- 11/2 APC Filing
- 11/7 APC Notice Sent to Paper (actual notice date will be 11/9)
- 11/12 City Council Introduction
- 11/19 APC Public Hearing
- 12/3 APC Recommendation
- 12/10 City Council Adoption

Effective Date of Ordinance: 06/18/2013 (as specified in City Council ordinance adopted on 12/10/2012)

Knowledge, Skills and Abilities

Must have the ability to read and understand details; ability to write and edit documents; ability to make presentations and answer questions at a public meeting; ability to recognize and diagnose problems; ability to follow oral and written instructions; knowledge of office equipment, ability to maintain records; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

Bachelor's Degree

Special Requirements

Technical writing example should be submitted with resume

Valid driver's license in the State of Indiana